



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER - 05

OPEN TO: All Qualified Candidates

POSITION: Plumbing Foreman, FSN – 5; FP- 9
Depending on qualifications and experience,
incumbent may be hired at a trainee grade.

OPENING DATE: January 30, 2006

CLOSING DATE: February 12, 2006 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of Plumbing Foreman in the Residential Maintenance Unit, General Services Office.

BASIC FUNCTION: The incumbent is assigned to Plumbing shop of Residential Maintenance Unit of General Services office. Overall supervision is provided by the Maintenance Foreman and Maintenance Supervisor. He/she could be put in charge of the shop when the Maintenance Foreman is absent.



MAJOR DUTIES AND RESPONSIBILITIES:

✚ Performs work on all projects or house renovations. Directs and assists in dismantling existing plumbing fixtures and pipes, carefully preserving as many components as possible for future use. Undertakes removal of masonry walls and ceramic tiles, particularly in plumbing emergencies when preventing water damage to properties is imperative.

✚ Works by himself/herself or directs 3 crews of shop to carry out a broad range of maintenance, repair and construction tasks. Fixes water leaks and replaces worn out washers when necessary. Applies caulking or silicon compound around the edges of plumbing fixtures to ensure a leak-proof seal. May be required to operate pumps to drain out rain or flood water from the effected areas when needed and drive water tanker to provide emergency water supplies to residences running short of water from the city water supply system.

✚ Must coordinate closely with other maintenance crews to carry out work in its proper sequences particularly in case of make ready renovations on newly leased residences. Must make sure that the assigned job gets done on time even in a tight schedule. Directs and assists his crews in performing minor masonry, metal work, carpentry, painting, electrical, appliances and cleaning tasks as part of necessary work to accomplish their primary duties.

QUALIFICATIONS REQUIRED:

1. **Education:** Secondary school certificate and successful completion of a trade school course of 2 to 3 years duration or substantial practical experience as a Plumber. Diploma in relevant trade will be preferred.
2. **Language Proficiency:** Level III (Good working knowledge) spoken and written in English & fluency in Bangla. English language proficiency will be tested at the time of selection.
3. **Prior Work Experience:** Three to five years experience as a plumber.
4. **Knowledge:** An in-depth knowledge of all the various functions and activities within the jobholder's area of work. Knowledge may be required to give advice and/or be able to handle some non-standard situations/problems.



5. Skills and Abilities:

Prior experience gained at a level that would involve the practical application of all or most skills taught through a formal apprenticeship or equivalent advanced occupation level training. Must have experience resolving a wide range of the common plumbing situations and problems. May have also learned how to guide, direct and control less well-qualified staff.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at **Gate-1 (Reception booth)** and in the Human Resources Office, Ext. 2521. A copy is also attached hereto for your convenience.**



Application Form.doc

2. Interested EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.



OF-612.doc

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY complete and up-to-date application form with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

**Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212**

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2521

Fax # 9887825



DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child who is at least age 18, and who, in either case, is on the travel orders of A U.S. citizen foreign or civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission Authority.

2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by: HRO: GSO: FMO: MGT/C